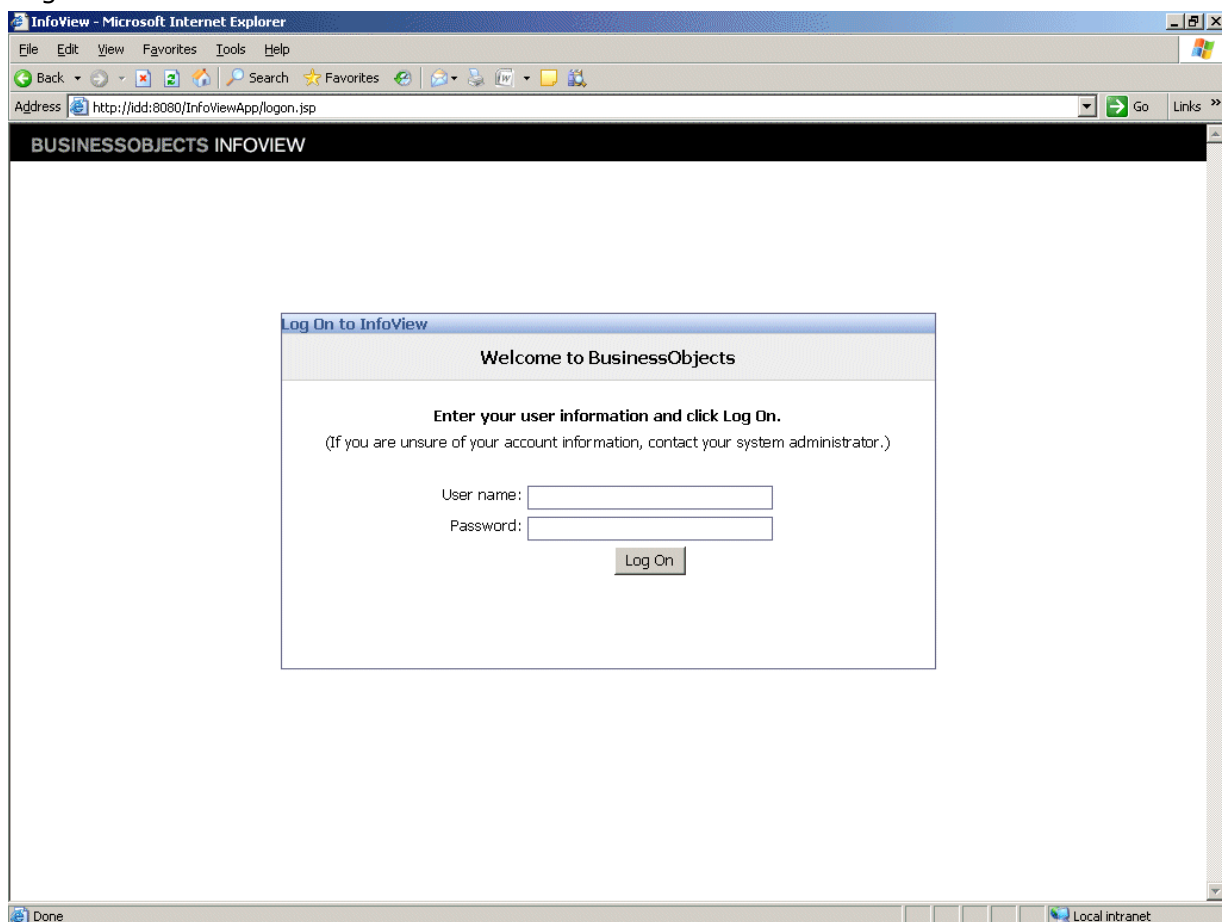


Logging on

Procedure

1. Start the transaction using the menu path or transaction code.

Log On to InfoView



InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://dd:8080/InfoViewApp/login.jsp> Go Links

BUSINESSOBJECTS INFOVIEW

Log On to InfoView

Welcome to BusinessObjects

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator.)

User name:

Password:

Log On

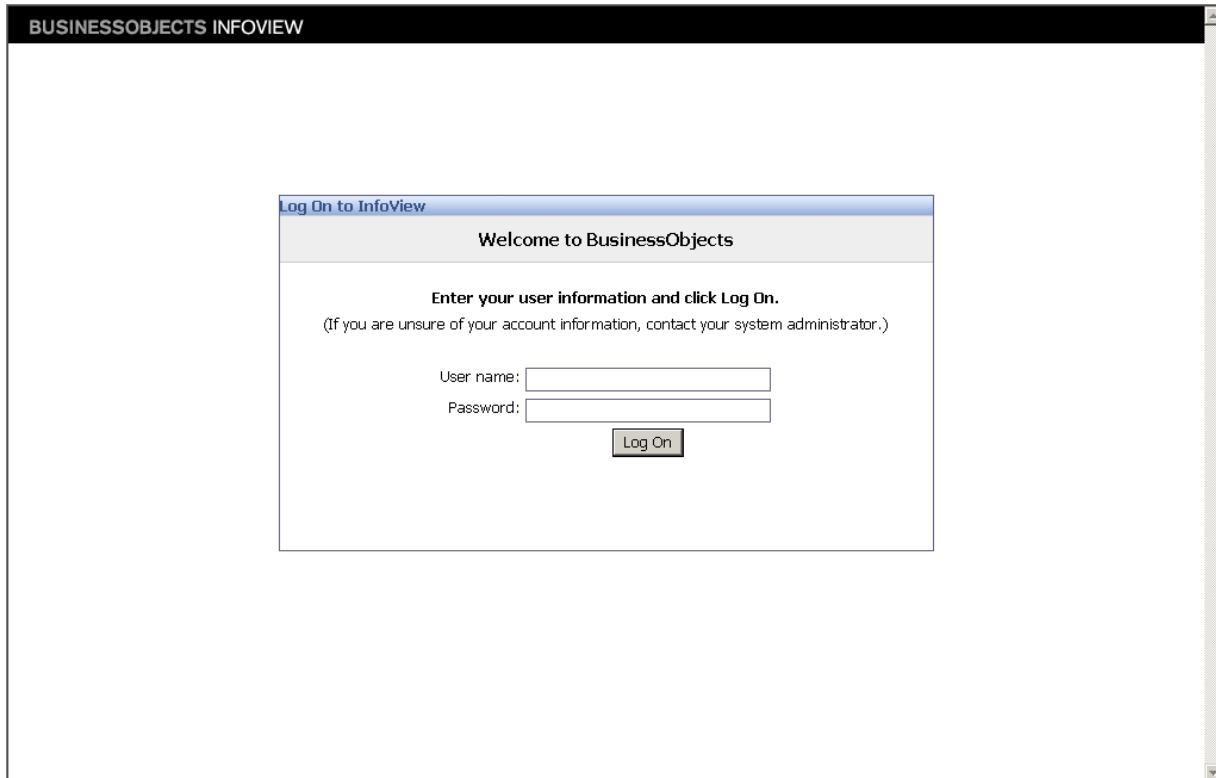
Done Local intranet

2. Press [Enter] to continue.

To access InfoView, all you need is a standard web browser and the web address.
If you don't know the web address for InfoView, contact your BusinessObjects Enterprise System Administrator.
Press **[Enter]** to continue.

Logging on

Log On to InfoView



3. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: user

To log on, you enter your username and password. If you don't have this information, see your System Administrator.

In this example you will log on to InfoView with the following credentials:

User name: user

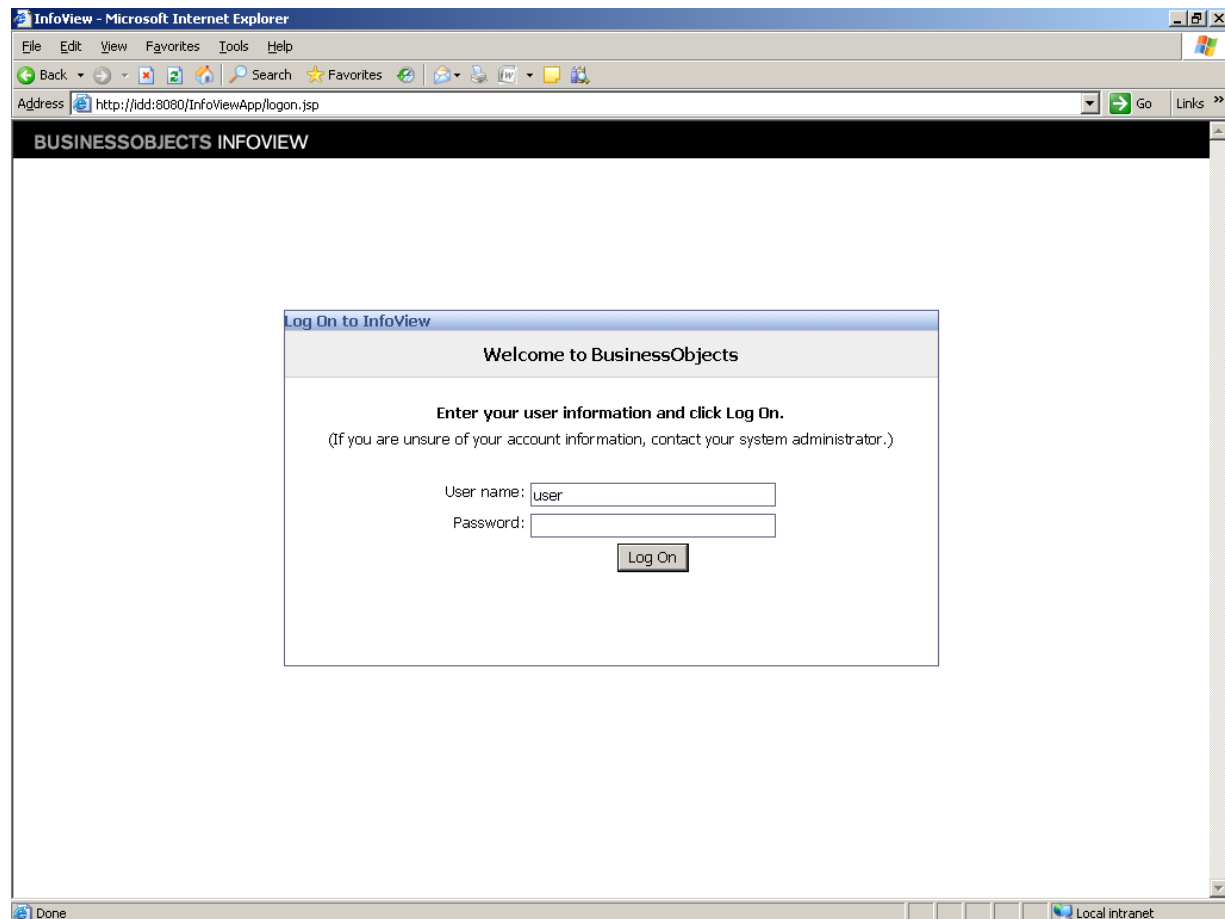
Password: Password

Note: Passwords are case-sensitive.

Logging on

Enter the desired information into the *User name:* field.

InfoView



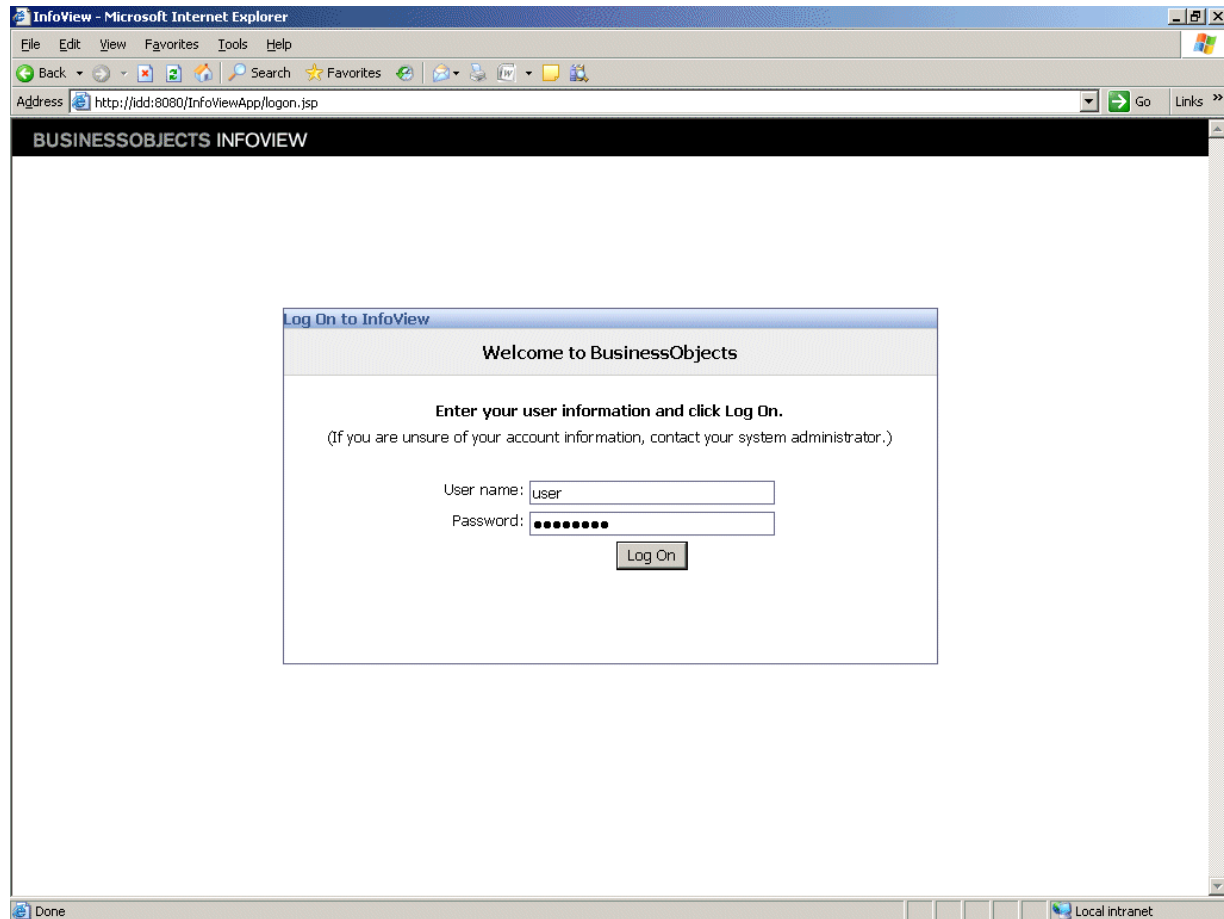
4. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Password

Logging on

Enter the desired information into the *Password:* field.

Log On to InfoView



InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://dd:8080/InfoViewApp/login.jsp> Go Links

BUSINESSOBJECTS INFOVIEW

Log On to InfoView

Welcome to BusinessObjects

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator.)

User name:

Password:

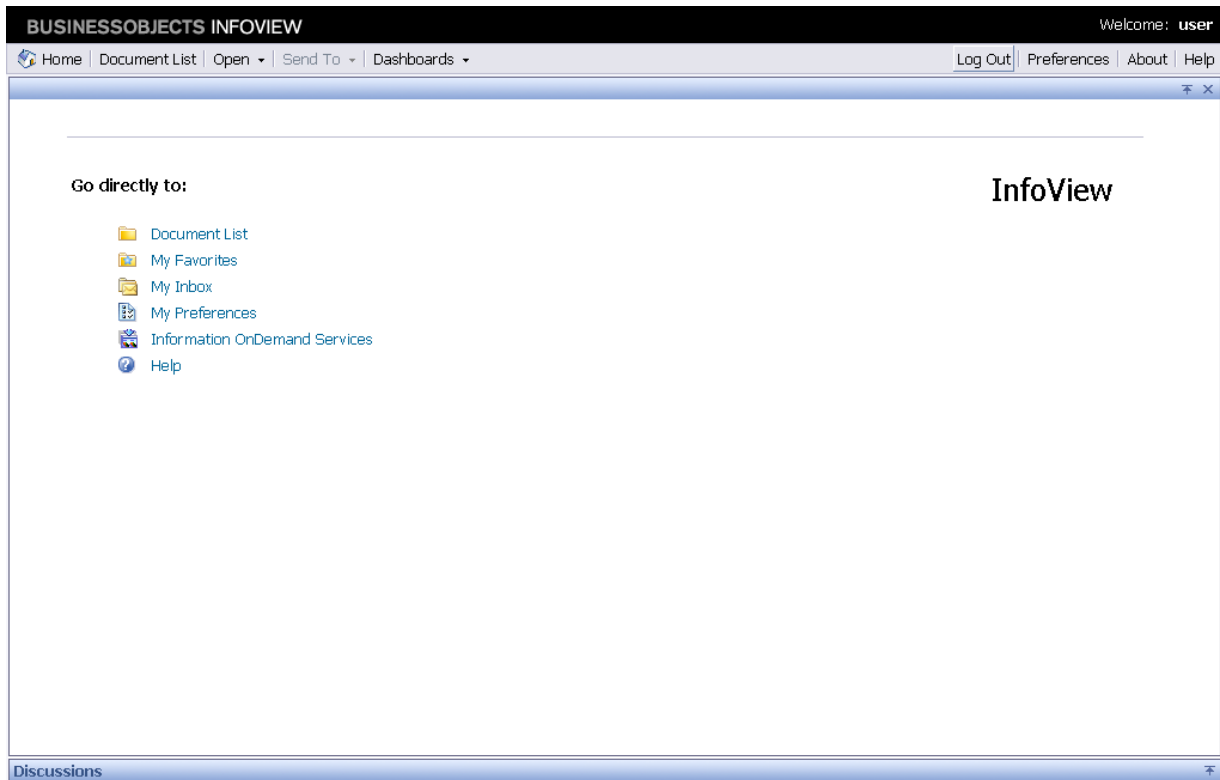
Log On

Done Local intranet

5. Click **Log On**.

Logging on

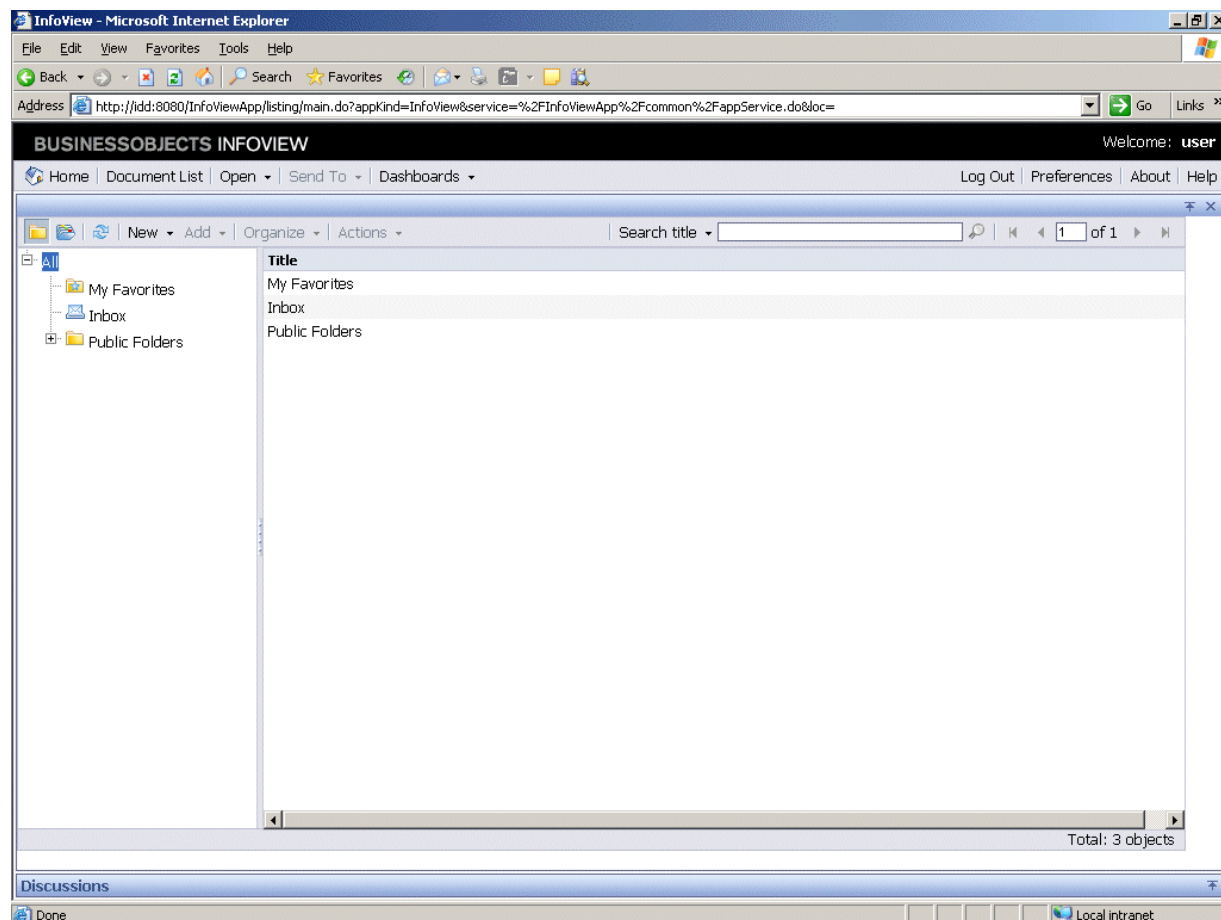
null Toolbar



6. Click the **Document List** object.

Logging on

InfoView Toolbar



7. Press [Enter] to continue.

InfoView is your personal gateway to the documents that you and other users create, such as BusinessObjects™ Web Intelligence, BusinessObjects™ Desktop Intelligence or Crystal Reports® documents.

From InfoView, you can manage, save, and distribute documents throughout the organization, as well as create new documents.

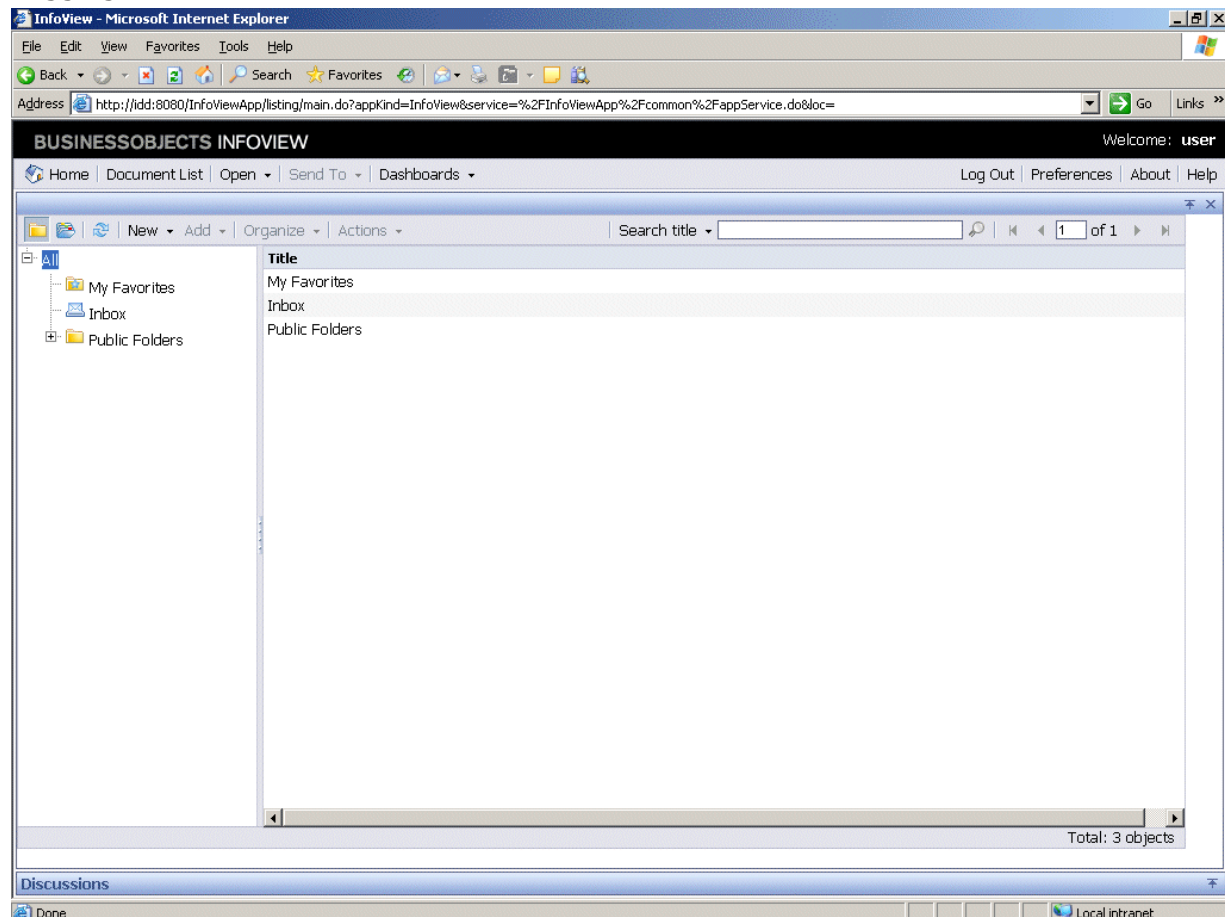
The InfoView Home page can be customized by your System Administrator to look like your own corporate web site, with your organization's logo and colors.

This is the Home page as it appears by default, before customization.

Logging on

Press **[Enter]** to continue.

Logging on



8. Click **Log Out**.

The Log Out button on the right of the page will log you off of InfoView.

When you log off you return to the log on page.

Press **[Enter]** to continue.